

9.1



TO: Plymouth District Library Board **DATE:** November 5, 2023
RE: 2024 Regular Meeting Dates **FROM:** Shauna Anderson,
Director

Since 1989, Library Board meetings have been held on the third Tuesday each month at 7:30 p.m. These dates for 2024 are:

January 16 *ANNUAL MEETING*
February 20
March 19 (Easter is March 31st)
April 16
May 21
June 18
July 16
August 20
September 17
October 15
November 19 (Thanksgiving is on the 28th)
December 17
January 21, 2025 - *ANNUAL MEETING*

RESOLVED BY _____, SECONDED BY _____ TO ESTABLISH THE CALENDAR
OF 2024 LIBRARY BOARD MEETINGS AND 2025 ANNUAL MEETING ON THE THIRD
TUESDAY OF EACH MONTH AT 7:30 P.M.

AYES____

NAYS____

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

GL Number	Description	2023 Activity	2023 Original Budget	2023 Amended Budget	New Amended	Change	Overbudget
101-790-716.000	HOSPITALIZATION/DENT	167,296.58	250,000.00	250,000.00	212,000.00	(38,000.00)	N
101-790-718.000	RETIREMENT	282,674.40	300,000.00	300,000.00	338,000.00	38,000.00	N
101-790-741.400	BOOKS & MATERIALS -	785.61	0.00	0.00	1,000.00	1,000.00	Y
101-790-880.001	EVENTS (FRIENDS)	26,350.85	24,000.00	24,000.00	30,000.00	6,000.00	Y
101-790-920.000	UTILITIES	132,671.09	200,000.00	200,000.00	187,000.00	(13,000.00)	N
101-790-977.000	FURNITURE	33,445.30	22,500.00	28,000.00	34,000.00	6,000.00	N
Total Revenues:		4,369,800.41	4,193,000.00	4,323,000.00	4,323,000.00	0.00	
Total Expenditures:		3,451,003.99	4,193,000.00	4,323,000.00	4,323,000.00		
Net Rev/Exp:		918,796.42	0.00	0.00	0.00		

9.4



TO: Plymouth District Library Board **DATE:** November 13, 2023
RE: Internet & Device Use Policy **FROM:** Melanie Bell,
Update Assistant Director

Through the efforts of the IT Department The Lab has become a very successful and creative space for our patrons. This success has allowed us to expand the types of equipment we can offer in The Lab. Back in 2020, when we added the 3D printers to The Lab we created a 3D Printer Policy. Instead of creating a policy for each piece of equipment that is added to The Lab, we are proposing that we retire our 3D printer policy and update our Internet & Device Use Policy to cover usage of the equipment in The Lab. Attached is a copy of the revised Internet & Device Use Policy. All changes are highlighted in red. We ask the board to approve this new policy.

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE, TO APPROVE THE CHANGES TO THE INTERNET & DEVICE USE POLICY

INTERNET & LIBRARY DEVICE USE

Definition of Device: Anything that has a sensor attached to it and can transmit data from one object to another or to people with the help of the internet is known as an Internet of Things (IoT) device. The IoT devices include wireless sensors, software, actuators, computer devices and more.

The Library allows access to a variety of electronic resources, including those available through the internet. Access to the internet is made available by means of Library-supplied computers and devices, as well as through wireless access available to users from personal equipment. This policy applies to use of the internet by any means. No device provides support for all file types, browser plug-ins, or internet technologies. The Library recognizes this is a dynamic environment with content that constantly changes.

Plymouth District Library neither has control over resources offered through the internet nor has complete knowledge of what is on the internet. Information on the internet may be reliable and current, or may be inaccurate, out-of-date, and unavailable at times. Some content may be offensive. The internet is not governed by any entity, so there are no limits or checks on the kind of information contained there. Only a user can decide on the accuracy, completeness, and currency of the content.

Consistent with the [Library Privacy Act, MCL 397.601 et seq.](#) ("Privacy Act"), and this Internet & Library Device Use Policy, Plymouth District Library respects the privacy of patrons when they use a library device. Please refer to the Privacy Policy for more details.

FILTERING

In accordance with Michigan's Public Act 212 of 2000, the Library provides filtering on all teen and youth computers. Note, however, that no filter is 100% effective. Parents or legal guardians are responsible for their minor child's reading, listening, and viewing of material, including the internet.

In addition, if a patron requests a specific site to be unblocked from the filtering program, the Director or their designee will determine whether it contains obscene matter or sexually explicit matter that is harmful to minors. If it does not, the administrative staff may authorize the system-wide unblocking of the site. The patron will be informed of the decision in writing. The decision may be appealed in writing to the board, whose decision shall be final.

VIOLATIONS

The Library's devices, network, and internet connection may not be used for any illegal activity or in an unauthorized manner in violation of this internet & Library Device Use Policy. Illegal acts will be prosecuted to the full extent of the law.

Users violating this policy will first be asked to comply. For individuals who repeatedly violate this policy after previous warnings, the Library reserves the right to prohibit use of its devices, network, internet connection, and/or the library for a period up to 72 hours by action of the staff member in charge. Additional information about violations can be found in the code of conduct policy.

PRECAUTIONS

Software and other files downloaded from the internet may contain viruses or spyware that may infect other devices. Plymouth District Library is not responsible for damage or loss that may occur from use of the Library's devices.

Since the internet is not secure, patrons are responsible to ensure that their personal data is not compromised. Sending any information, including credit card numbers, via the internet is at the sole risk of the user. Plymouth District Library has no control over the security of this data.

A fee may be charged for material printed on Library printers.

BEHAVIOR AROUND EQUIPMENT

- Please listen to all staff directions, failure to adhere to staff instruction may result in being asked to leave the space.
- Staff members reserve the right to remove patrons by their own discretion.
- No food or drink are allowed in proximity to Library equipment

- Patrons will have limited direct access to certain Library equipment, excluding specific programs.
- Access given to patrons may be supervised by staff, at staff discretion.

EQUIPMENT DISCLAIMER:

Library equipment is available to the public to make and design a variety of different projects and objects. Library equipment may be used only for lawful purposes. The public will not be permitted to use Library equipment to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer).
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

Plymouth District Library reserves the right to refuse any project request.

The patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to copyrighted, patented or trademarked materials. The Plymouth District Library is not responsible for any damage, loss, or security of data arising from the use of its equipment or network, nor the functionality or quality of objects produced on Library equipment.

Plymouth District Library does not guarantee complete privacy for project designs during the creation process as it will be done in a public space. Patrons may purchase third party designs however, the Library cannot guarantee the viability of these files/designs on Library equipment.

Amount of time that equipment can be used will be regulated according to demand and equipment restrictions. The Library reserves the right to limit the number of project requests. Library staff may review projects before they start the creation process. Patrons are solely responsible for the creation and editing of design files. Files may be deleted from the system following the completion of a project or session.



TO: Plymouth District Library Board **DATE:** November 13, 2023
RE: Fines & Fees Schedule Update **FROM:** Melanie Bell,
Assistant Director

We have just upgraded our print & time management solution. As part of the upgrade we have changed how free prints are managed. Our old system managed free printing by page count. So you could receive 10 free pages. Our new system manages free printing by crediting each account with enough money each day to cover the cost of the free pages. To simplify this process we would like to change Color printing costs to be the same as Black & White printing costs.

Currently Black & White pages cost \$0.10 per page and Color costs \$0.50 per page. We would like to reduce Color costs to \$0.10 per page so that we can give patrons a daily credit of \$1.00 and they will be able to print or copy up to 10 pages for free. Please note that this credit will be able to be used for printing or for copying. So we will be able to offer free copies as well. We request that the board approve the attached Fines & Fees Schedule to reflect these changes.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE CHANGES TO THE ATTACHED FINES AND FEES SCHEDULE

FINES & FEES

ITEM	COST
Non-Resident Card	\$150/year
Black & White Prints/Copies - Under 10 pages/day	FREE
Color Prints/Copies - Under 10 pages/day	FREE
Black & White Prints/Copies - Over 10 pages/day	\$0.10/page
Color Prints/Copies - Over 10 pages/day	\$0.10/page
Large-Format Prints	\$0.40/inch paper
3D Printed Item	\$0.10/gram filament + \$1/hour of printing
Processing Fee	\$2/item

Lost (over 30 days late) or damaged items will be charged for the replacement cost of each item plus the processing fee outlined above. The library will issue a refund if the lost item is returned within 60 days after payment.

Accounts with over \$50 in fees will be limited to digital checkouts until their charges are paid off.

Groups or individuals responsible for damage to the library facilities or equipment will be charged for the cost of repairs or special cleaning required.



TO: Plymouth District Library Board **DATE:** November 13, 2023
RE: TLN Reciprocal Borrowing **FROM:** Shauna Anderson,
Policy, Approval Director

The Library Network (TLN) acts as our local library cooperative. They organize resource sharing, delivery, and shared purchasing for over 70 local public library systems. As a member of TLN, we have always honored reciprocal borrowing from member library patrons—meaning that our patrons can walk into any local library and expect that their PDL card will allow them to check out what they need. In return, we offer the same privileges to the patrons of TLN libraries.

TLN recently updated their reciprocal borrowing policy, and they are asking all TLN libraries to officially adopt the policy with their own boards. By doing so, we will be designated as participants in the “Check It Out” program on the TLN website.

Currently, about 40% of our patrons are from communities outside of Plymouth, and they account for about 25% of our checkouts, demonstrating the strong regional pull for our high-quality services. I request that the board officially approve the updated TLN Reciprocal Borrowing Policy, as attached.

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE _____,
TO APPROVE THE UPDATED TLN RECIPROCAL BORROWING POLICY, AS ATTACHED

AYES _____

NAYS _____



Check It Out with The Library Network

Anyone with a current library card from a participating library can walk in and borrow materials on site from another participating library in The Library Network. Your library card must be unrestricted and in good standing.

Please contact a library to find out if they participate and for specific participation details.

A list of participation libraries can be found online at:

[TLN.org/checkitout](https://www.tln.org/checkitout)

All libraries in The Library Network are encouraged to participate in the ***Check It Out*** with The Library Network Reciprocal Borrowing Program.

The ***Check It Out*** with The Library Network Reciprocal Borrowing Program is a voluntary service whereby participating libraries agree to extend in-person borrowing privileges and services to the patrons of other participating libraries.

Per Michigan Public Act 89 of 1977, to be in a cooperative library, a local library shall loan materials to other libraries participating in the cooperative and maintain an open-door policy to the residents of the state. "Residents of the cooperative library's area are eligible to use the facilities and resources of the member libraries subject to the rules of the cooperative library plan."



Check It Out with The Library Network Reciprocal Borrowing Program Policies

All participating libraries agree to the following:

- Participating libraries will provide check out of physical materials (at a minimum books), and access to all unrestricted materials, to anyone with an active library card issued from another participating library, ***subject to the policies of the library.***
- Participating libraries are encouraged to define as few local limitations as possible for this program, but all borrowing is ***subject to the policies set by the local library.***
- Participating libraries will provide **access to all unrestricted services and programs** to anyone with an active library card from a participating library.
- Participating libraries will alert TLN to any divergence from this policy which a library board may approve **that somehow greatly restricts some borrowing.**
- Participating libraries will alert TLN to any alleged or witnessed misuse of this program which needs to be addressed. TLN encourages libraries to openly participate. TLN may be contacted for compensation to replace any lost or damaged materials as needed, after all other local procedures for recovery of lost materials are exhausted.

A copy of this policy should be placed at all participating check out desks so that circulation workers are aware of the policy and know to honor cards from other participating libraries.

- A list of participating libraries can be found online at: [TLN.org/checkitout](https://www.tln.org/checkitout)
- In the context of operating as a cooperative library, circulation workers may attempt to contact a patron's card-issuing library to verify if a library card is active, if needed. A patron's card-issuing library, however, is not obligated or instructed to release any information about the patron's account.



Library Participation Authorization

***Check It Out* with TLN Reciprocal Borrowing**

The _____ library is an official participant in the *Check It Out* with The Library Network Reciprocal Borrowing Policy on _____ (date).*

Participating Library

Authorizing Signature

Date

This participation in Check It Out with Reciprocal Borrowing will be considered perpetual until receipt of written termination from the participating library to TLN. A minimum of 90 days notice is to be provided for the library to complete phasing out of the Check It Out program with their current borrowers. **A library that does not receive state aid due to lack of local funding may be removed from the program until such time that local funding meets state aid requirements.**



*Per Michigan Public Act 89 of 1977, to be in a cooperative library, a local library shall loan materials to other libraries participating in the cooperative library and maintain an open-door policy to the residents of the state. "Residents of the cooperative library's area are eligible to use the facilities and resources of the member libraries subject to the rules of the cooperative library plan."

Please provide a summary of any restrictions that your library Board has placed on Reciprocal Borrowing for TLN library card holders that are different from your standard circulation policies:



TO: Plymouth District Library Board
RE: 2024 COLA & Pay Grade Update, Approval

DATE: November 13, 2023
FROM: Shauna Anderson, Director

Included in the 2024 fiscal year budget was a Cost of Living Adjustment (COLA) for all current employees—an increase of 2% across the board in January 2024 and an additional 2% merit-based increase in July 2024 for those with exemplary performance reviews.

While many generous adjustments have been made to the lower-end of our pay scales over the past few years, to close the gap between the library's highest earners and the lowest paid employees, this will be the first equal COLA across the board that the library has seen in over a decade. This is also the first time that all library staff will be eligible for a merit-based increase. The library's current compensation structure utilizes a 4-year step program that left many long-standing employees without financial incentive for improvement.

In addition to the recommended COLA and merit-based increases, I recommend adjusting the current pay scale as of January 2024 to eliminate the current Grade 1, so that the starting wage for library staff will begin at \$14.90/hour going forward. The recommended pay scale is attached to this memo for the board's approval.

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO APPROVE THE RECOMMENDED COLA AND MERIT BASED INCREASES AND TO ADJUST THE CURRENT PAY SCALE AS OF JANUARY 2024 TO ELIMINATE THE CURRENT GRADE 1, SO THAT THE STARTING WAGE FOR LIBRARY STAFF WILL BEGIN AT \$14.90/HOUR GOING FORWARD

AYES _____

NAYS _____

Grade	Positions	Zone 1, Entry		Zone 2, Developing		Zone 3, Mastery		Zone 4, Target		Zone 5, Added Value		Zone 6, Added Value	
		Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly
10	Director	\$ 96,800.00	\$ 46.54	\$ 108,400.00	\$ 52.12	\$ 120,000.00	\$ 57.69	\$ 125,900.00	\$ 60.53	\$ 131,700.00	\$ 63.32	\$ 143,300.00	\$ 68.89
9	Assistant Director	\$ 74,500.00	\$ 35.82	\$ 82,700.00	\$ 39.76	\$ 90,900.00	\$ 43.70	\$ 95,000.00	\$ 45.67	\$ 99,100.00	\$ 47.64	\$ 107,300.00	\$ 51.59
8	Coordinator	\$ 58,900.00	\$ 28.32	\$ 65,400.00	\$ 31.44	\$ 71,900.00	\$ 34.57	\$ 75,100.00	\$ 36.11	\$ 78,300.00	\$ 37.64	\$ 84,800.00	\$ 40.77
7	Librarian Specialist, HR, Technology	\$ 52,200.00	\$ 25.10	\$ 57,400.00	\$ 27.60	\$ 62,600.00	\$ 30.10	\$ 65,300.00	\$ 31.39	\$ 67,900.00	\$ 32.64	\$ 73,100.00	\$ 35.14
6	Librarian, Com. Relations, Marketing	\$ 48,500.00	\$ 23.32	\$ 52,900.00	\$ 25.43	\$ 57,200.00	\$ 27.50	\$ 59,400.00	\$ 28.56	\$ 61,600.00	\$ 29.62	\$ 65,900.00	\$ 31.68
5	Supervisor	\$ 44,500.00	\$ 21.25	\$ 48,200.00	\$ 23.17	\$ 52,200.00	\$ 25.10	\$ 54,100.00	\$ 26.01	\$ 57,200.00	\$ 27.50	\$ 59,400.00	\$ 28.56
4	Administrative Assistant	\$ 41,100.00	\$ 19.76	\$ 44,400.00	\$ 21.35	\$ 47,700.00	\$ 22.93	\$ 49,300.00	\$ 23.70	\$ 52,200.00	\$ 25.10	\$ 54,100.00	\$ 26.01
3	Ref. Assistant, Custodial, Interns, Computer Support	\$ 36,000.00	\$ 17.31	\$ 38,700.00	\$ 18.61	\$ 41,400.00	\$ 19.91	\$ 42,900.00	\$ 20.63				
2	Circ Clerk, Tech Clerk, Technology Asst.	\$ 32,900.00	\$ 15.82	\$ 35,100.00	\$ 16.88	\$ 37,300.00	\$ 17.93	\$ 38,400.00	\$ 18.46				
1	Page, Teen STEM	\$ 31,000.00	\$ 14.90	\$ 32,200.00	\$ 15.48	\$ 34,200.00	\$ 16.45	\$ 35,200.00	\$ 16.92				



TO: Plymouth District Library Board **DATE:** November 14, 2023
RE: Server Quote Approval **FROM:** Melanie Bell,
 Assistant Director

The library would like to purchase a new server to host our digitized newspapers. The current server is from 2015 and is at the end of life. This purchase is accounted for within the 2023 budget for technology and will not put this line over budget.

We requested three quotes from vendors for an entry level server with 16 cores, 32 GB of RAM and RAID 1/0 2 TB hard drives. We also required delivery before December 31st. Below is a summary of the quotes we received:

VENDOR	COST
Sehi Computer Products	\$5,681.81
CDWG	\$6,938.98
Insight	\$4,890.62

We are recommending the quote from Sehi. Sehi has been a very responsive vendor who our IT Coordinator Eric Klute has worked with for many years. We have had issues with orders from Insight not being delivered in a timely manner.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PURCHASE OF A SERVER FROM SEHI FOR A TOTAL OF \$5681.81

AYES _____

NAYS _____



Sehi Computer Products, Inc.
 2930 Bond Street
 Rochester Hills, MI 48309
 1-800-233-7344

Quote	Q00145716
Date	11/2/2023
Page	1

Bill To:

Plymouth District Library
 223 S. Main St
 Eric Klute
 Plymouth, MI 48170

Ship To:

Plymouth District Library
 223 S. Main St
 Eric Klute
 Plymouth MI 48170

Quote Number	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Master No.
Q00145716	PDL170	SARI	BEST	Net 30	438,385

Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
1	P52561-B21	HPE DL380 G11 5416S MR408I-O NC 8SFF SVR PL-SY	Each	\$3,974.67	\$3,974.67
2	P40511-B21	HPE 1.92TB SAS MU SFF BC VS MV SSD	Each	\$804.88	\$1,609.76
1	P38995-B21	HPE 800W FlexSlot Platinum Power Supply (Hot-Plug) Plug-in Mo	Each	\$97.38	\$97.38

REMC 196650
 Quote is valid thru 11/27

Subtotal	\$5,681.81
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$5,681.81



TO: Plymouth District Library Board **DATE:** November 13, 2023
RE: Electrical Work PO Approval **FROM:** Melanie Bell,
 Assistant Director

The library’s financial policy requires board approval of any services totaling over \$5,000. Each year, the library compiles a list of vendors with whom we regularly expect to spend over that threshold during the course of regular business. These vendors become pre-approved for a blanket purchase order, allowing for a simpler purchasing setup. Unfortunately, we do not always accurately predict how much money we will be spending with vendors and this is the case with DanBoise.

This year we’ve worked with DanBoise on retrofitting our track lighting, staff entry, and canned lights for LED. Earlier this year we had planned to only retrofit a few LED lights. However, due to other projects being under budget, and convenient timing for a stairwell project we plan on retrofitting more of our lights to LED. We plan to spend over \$5000 with DanBoise to finish up our 2023 budget and would request the board to approve a blanket PO with DanBoise for the 2023 budget year.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED BLANKET PURCHASE ORDER WITH DANBOISE FOR FISCAL YEAR 2023.

AYES _____

NAYS _____